**Mitchell Ridley**

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October 15, 2013

Ms. Julie Smith, Manager

Human Resources Department

Professional Business Associates

5454 Cleveland Avenue

Columbus, OH 43231-4021

Dear Ms. Smith:

Please accept this letter as an application for the position of Office Assistant being offered in your Marketing Department. Mrs. Debb Ross, Business Instructor at Mount Pleasant Area Technical Center, suggested I contact you concerning my interest in the position.

My efforts put into the Mount Pleasant Business Professionals of America chapter has helped me prepare for this job. Working with other officers has taught me to become more efficient, stay composed in any situation, and further develop my communication skills. I am currently enrolled in an advanced marketing course and am developing the necessary skills in order to be a proficient Assistant in a Marketing Department. My coursework and experience as an officer on the BPA officer board, as well as my leadership abilities and teamwork skills, make me an excellent candidate for the position. It would be a privilege to work for Professional Business Associates, and I believe I would greatly contribute to the company’s success.

Enclosed you will find a copy of my resume for your review. Please consider this a request to further discuss my application and learn more about this opportunity. I would like to meet with you at your convenience. Please contact me at (989) 751-2829 in regards to scheduling an interview. Thank you for your time and consideration of my application. I look forward to meeting with you.

Respectfully,

Mitchell Ridley

Enclosure: Resume